

LEE COUNTY FISCAL YEAR 2016-17

BUDGET PROCEDURE CALENDAR

DATE	PROCEDURE	ACTION BY
January 20	Budget kick-off session for department heads	County Manager Finance Director
February 2	MUNIS budget training, 9:30 A.M., Gordon Wicker Room, LCGC	Finance Director
March 7	All final budget requests from County departments due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Department Heads
March 7	Deadline to submit New Position Requests and Other Position Changes for FY 16-17 to Joyce McGehee, Personnel Director	Department Heads
March 21 - March 31	Review budget requests with department heads	County Manager Finance Director
March 28	All final budget requests from non-County organizations due in Finance Director's office by 5:00 P.M. (G.S. 159-10)	Non-County Organizations
April 11	<u>Estimated</u> tax valuation due	Tax Administrator
April 11	Lee County Board of Education's tentative budget request due in the County Manager's office by 5:00 P.M.	School Board
April 13 - April 22	Review and analyze budget requests schedule follow-up meetings with department heads and non-County organizations as Needed	County Manager Finance Director
April 27	Submission of Budget and Budget Message to Board of Commissioners	County Manager

**FY '16-'17
BUDGET MANUAL**

DATE	PROCEDURE	ACTION BY
May 2	Public Notice of Public Hearing on Budget Funds (G.S. 159-12 (A))	Finance Director
May 2	Reading of Budget Message (Lee County Government Center, Commissioner's Room, 5:00 P.M.)	County Manager
May 3 - June 3	Period for Commissioners review of the 2016-2017 Budget and work sessions as needed	Board of County Commissioners
May 9	Budget work session (3:00 P.M., Lee County Government Center, Wicker Room) Other work sessions to be arranged at the Board's request.	Board of County Commissioners
May 16	Lee County Board of Education Budget due In the Manager's Office by 5:00 P.M. per G.S. 115C-429	School Board
May 16	Public Hearing on FY 16-17 Budget (6:00 P.M., Lee County Government Center)	Board of County Commissioners
June 6	Adoption of Budget Ordinance (5:00 P.M., Lee County Government Center) (G.S. 159-13:A)	Board of County Commissioners
June 30	File copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13:d)	Finance Director